

## Local Rule 5-2 – Filing of Papers Electronically Required

**(a) Electronic Filing Required.** All civil cases (other than those cases the court specifically exempts) must be maintained in the court's electronic case filing (ECF) system. Accordingly, as allowed by Fed. R. Civ. P. 5(d)(3), every paper filed in this court (including exhibits) must be transmitted to the clerk's office via the ECF system consistent with S.D. Ind. Local Rules 5-2 through 5-11 except:

- (1) papers filed by *pro se* litigants;
- (2) transcripts in cases filed by claimants under the Social Security Act (and related statutes);
- (3) exhibits in a format that does not readily permit electronic filing (such as videos and large maps and charts);
- (4) papers that are illegible when scanned into .pdf format;
- (5) papers filed in cases not maintained on the ECF system; and
- (6) any other papers that the court or these rules specifically allow to be filed directly with the clerk.

**(b) Case Initiating Papers.** The initial pleading and accompanying papers, including the complaint and issuance of the summons, may be filed either in paper form or electronically through the court's ECF system. Case initiating papers must be served in the traditional manner on paper. All subsequent papers must be filed electronically except as provided in these rules or as ordered by the court.

**(c) Filing with the Clerk.** Any paper that is exempt from electronic filing must be filed directly with the clerk and served on other parties in the case as required by those Federal Rules of Civil Procedure and these rules that apply to the service of non-electronic papers.

**(d) Paper Filing by Non-Exempt Party.** When a party who is not exempt from the electronic filing requirement files a paper directly with the clerk, the party must:

- (1) electronically file a notice of manual filing that explains why the paper cannot be filed electronically;
- (2) present the paper to the clerk within 1 business day after filing the notice of manual filing; and
- (3) present the clerk with a copy of the notice of manual filing when the party files the paper with the clerk.

Note: Effective January 1, 2012, former Local Rule 5.6 is combined with former Local Rule 5.10 to create new Local Rule 5-2.